

# **Tippecanoe School Corporation**

## **Substitute Teacher Guideline and Resource Book 2017-2018**



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## **INTRODUCTION**

This booklet is designed to be helpful to you as a substitute teacher in the Tippecanoe School Corporation. You have one of the most difficult assignments in our school system. All TSC personnel are expected to establish and maintain a respectful attitude toward substitutes and their work. We wish to extend to you a cordial welcome as a member of the TSC family. Your daily work is an important contribution to the instructional program of our schools, and we feel confident that you will do everything possible to meet the high standards required for teaching in our schools.

## **TIPPECANOE SCHOOL CORPORATION MISSION STATEMENT**

"Based upon the highest professional standards, the Tippecanoe School Corporation will strive to educate our students to reach their academic potential in an environment that encourages confidence, competence, and a desire for learning."

## **REQUIREMENTS**

All substitute teachers must hold a **VALID** Indiana Teacher License or a Substitute Teaching Certificate.

The requirements of the Teacher's License are established by the Indiana Professional Standards Board. The agency is located in Indianapolis and may be reached by telephone at 317-232-0910. The requirements for a Substitute Teacher's Certificate are established locally, but the certificate is issued by the Professional Standards Board. These requirements include, but are not limited to the applicant's holding a high school diploma and a criminal background check.

## **PAY SCHEDULE**

The daily rate for substitute teachers is established by the Board of School Trustees. After fifteen consecutive days working for the same teacher, a substitute who holds a valid Indiana Teacher License, will receive the daily regular teacher pay rate (no benefits). A person holding only a Substitute Certificate will receive a flat rate of \$125 per day.

Substitute teachers may be paid up to twice monthly. It is the substitute's responsibility to keep track of when they work and to know when they will be paid for time worked. The pay schedule is as follows: if you work from the 10<sup>th</sup> thru the 24<sup>th</sup> of each month, you will be paid on the 5<sup>th</sup> of the month; if you work from the 25<sup>th</sup> of the month thru the 9<sup>th</sup> of the month, you will be paid on the 20<sup>th</sup> of the month. The check or direct deposit advices are mailed out the day of payday. If you wish to pick up your paycheck on payday you may do so at Central Office if you call by 12 noon the day before payday. Deductions are for federal withholding tax, FICA, state income tax, and local option income tax.

### *Compensation:*

Substitutes will either be paid \$72.00 per day for a valid substitute teaching permit or teaching license, or \$85.00 per day if a retired TSC teacher. If you work a half day assignment you will receive half of the pay listed above depending on your licensure. It is the substitute teacher's responsibility to keep their substitute teaching permit and teaching license up-to-date and valid through the Department of Education. TSC would need a copy of your permit or license for our records.

A non-licensed teacher who holds a 119 day Substitute Teacher Permit, issued by the Indiana Department of Education may be employed to substitute up to the number of days provided by the certificate in any one school year. It is the responsibility of the substitute to follow these rules per the TSC Policy, located on our website. Non compliance may result in immediate termination.

## **INDIANA CODES**

Please note that it is the practice of the TSC to oppose any claims of unemployment which we believe to be unfounded. Per Indiana Code **IC 22-4-14-7**, employees receiving reasonable assurance of employment from an educational institution for the next term are not eligible unemployment for the period of established customary recess between terms.

Indiana Code **IC 22-4-14-7**: (1) With respect to service performed in an instructional, research, or principal administrative capacity for an educational institution, benefits may not be paid based on the service for any week of unemployment commencing during the period between two (2) successive academic years, or terms, or during the period between two (2) regular but not successive terms, or during a period of paid sabbatical leave provided for in the individual's contract, to any individual if the individual performs the services in the first of the academic years or terms and if there is a reasonable assurance that the individual will perform services in an instructional, research, or principal administrative capacity for any educational institution in the second of the academic years or terms. (2) With respect to services performed in any capacity (other than those listed in subdivision (1) of this section) for an educational institution, benefits may not be paid based on the service of an individual for any week which commences during a period between two (2) successive academic years or terms if the individual performs the service in the first of the academic years or terms and there is reasonable assurance that the individual will perform the service in the second of the academic years or terms.

## **THE SUBSTITUTE TEACHER LIST**

TSC operates on an automated sub calling system (AESOP). **You may receive assignment calls between 6:00 a.m. – 11:59 a.m and/or 6:00 p.m. – 10:00 p.m.** AESOP may call approximately 0-48 hours prior to available jobs during the allotted times listed above. You will be assigned an ID/PIN number. You will be able to login to AESOP and accept jobs prior to the phone calls, set the parameters on when to be called, select schools you prefer to sub, and add non work days. If your computer access is limited, you can also call into AESOP to review available assignments. There are tutorials and guides on Aesop's website to better understand the system.

You may set your preference of schools to sub for, but do realize that will limit your possible substitutes assignments.

Recent TSC high school graduates (0-4 years since graduation) should not accept assignments to substitute at their TSC high school. Non compliance may result in immediate termination.

Substitute teachers are at-will employees. You may request to be removed from the list at any time during the school year. **SUBSTITUTE TEACHERS ARE ASKED TO NOTIFY THE HUMAN RESOURCES OFFICE WHEN THEY NO LONGER WANT TO REMAIN ON THE LIST.**

In an effort to keep our substitute list functioning effectively, we conduct periodic checks of substitute activity. If we notice that despite available positions, a substitute has not accepted an assignment during the previous six weeks period when the substitute is available, we will assume you are no longer interested in serving as a substitute and will be removed from our list. There may be no notification to the substitute teacher when removed. If extenuating circumstances apply, please notify the HR office to be considered for reactivation.

If a substitute teacher's work is unsatisfactory, his/her name will be removed from the list. TSC uses a much like a three strikes you're out policy. Every attempt will be made to notify you when you receive each strike. If you commit a serious offense then you may be terminated immediately regardless of previous steps in the discipline process.

## **RESPONSIBILITIES OF THE SCHOOL**

### **The principal should see that the substitute teacher is given:**

- A friendly welcome
- An introduction to the office personnel and a neighboring teacher
- Information about general building procedures (hall duties, lunch room duties, restroom privileges of pupils, location of restrooms and teachers' lounges, etc.)
- Information about procedures in case of an emergency situation or injury to a pupil
- Notice of any special activities for the day

### **The regular teacher should:**

- Leave a schedule of the day's agenda clearly outlined
- Leave an up-to-date seating chart (if applicable)
- Leave lesson plans which the substitute can easily follow, with tests and materials clearly marked
- Leave notes about any special problems which a student may have and the names of students responsible enough to assist the substitute with special duties
- Have instructional materials accessible. If the teacher does not want certain supplies used, this should be indicated. Curriculum guides and courses of study should be available
- Leave instructions concerning homework, grading of papers, oral work, and privileges of pupils in the room

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

### **DRESS**

**Dress in a professional manner.** This helps in establishing a climate in which the students will regard you as a professional educator.

Tippecanoe School Corporation staff members are expected to maintain appearance in accordance with traditional professional standards. A manner of appearance which results in disruption of the educational process or which contributes to unhealthy or unsafe conditions will not be permitted. Staff members must ensure that their appearance does not violate any provision of the TSC student dress and grooming policy standards (Policy 5511).

Staff members are expected to wear appropriate length pants/slacks/dresses/skirts and business or sport shirts/blouses. Blue jeans, sweat pants, tennis shoes, or "flip-flop" beach shoes are not considered appropriate professional attire.

### **ETHICS**

Substitute teachers are expected to maintain the same ethical standards as regular teachers. Gossip should not be repeated. No materials or supplies are to be removed from the building. Be overly cautious concerning conversations with pupils as remarks are sometimes easily misinterpreted.

Substitutes should not be critical of the schools, principals, or the regular classroom teachers, as this leads to poor relationships between the staff and substitute. You should make every effort to follow daily lesson plans prepared by the teacher. Such cooperation eliminates interruptions of the learning process.

Substitute teachers are subject to the same rules and regulations as regular teachers and are expected to fulfill the duties of the regular teacher. The substitute should become familiar with the policies applicable to a given school or assignment.

### **ARRIVAL**

Report to the principal's office at the time indicated on the school list, which appears later in this handbook. You should introduce yourself to the principal and/or secretary. It is a good idea to arrive early enough to go over the day's schedule and activities. Determine what activities or changes in the schedule are planned for the day.

Check the correct procedure for:

- Reporting absences and tardies in Power School
- Clearing the building during fire drills and other emergencies
- Making arrangements for lunchroom participation
- Collecting monies (if applicable)

## **STUDENT ARRIVAL**

When the class arrives, introduce yourself to them. Writing your name on the board is a good idea. Keep the atmosphere of the room as nearly normal as possible. Notify the principal or office immediately should an accident or severe problem occur. Perform the regular teacher's extra duties (lunchroom supervision, recess duty, etc.) Grade papers unless the regular teacher requests that you not do so and leave comments regarding the activities completed and the assignment given.

## **END OF DAY**

Complete the day's assignment by:

- Leaving the teacher's desk and room in order
- Returning equipment to the proper place
- Leaving keys and materials in the office

## **DISCIPLINE**

If a discipline problem arises and you are unable to solve it, please refer the student to the principal or designated person in charge. **The substitute teacher should not use corporal punishment at any time.**

A substitute teacher with much experience made the following statement:

"The substitute's first objective is to gain the respect of the pupils." This can be done by:

- being prompt
- being neat
- being patient
- being honest
- having a sense of humor
- being enthusiastic
- having a definite objective
- maintaining dignity

## **UNUSUAL REQUESTS**

As a substitute, you are responsible for the students in your classroom. Occasionally, outsiders may request that students be allowed to leave your teaching station or that information be given about a certain student. Please refer all outsiders to the school office. If you are not sure about a person's affiliation with the school, refer them to the office with any request.

## **USE OF A-V EQUIPMENT AND MATERIALS**

If the plans left by the regular teacher include the use of audio-visual materials, ask the media specialist to see if the proper equipment is assigned to your teaching area and for tips on machine operation. If the equipment malfunctions in any way, it is important that it be turned off immediately and reported to the Instructional Materials Center.

## **SUBSTITUTE REPORT FORM**

You may be asked to fill out a substitute report form from the school or the classroom teacher the day of your assignment. This form provides you an opportunity to leave brief notes for the regular teacher and the regular teacher to evaluate your performance. This form will be given to the principal and forwarded to the Human Resources Office.

## **CELL PHONES**

Personal cell phones are allowed as long as they are silenced and not used during class time. For substitutes, personal or prep time is the only time cell phones can be accessed. Student cell phones should not be accessed during the school day either per school policy.

## **COMPUTERS**

Substitutes should use classroom computers if it is part of the daily assignment. Computers are not for personal use.

## **LUNCH**

Generally, substitutes will receive 25-30 minutes of lunch time. Substitutes may bring their lunch or buy a lunch in the school cafeteria. Substitutes may not leave the building during lunch time. Soda, water, and candy machines may be available as well as refrigerators and microwave ovens located in the teacher's lounge.

## **EMERGENCY PREPAREDNESS**

The Tippecanoe School Corporation recently updated its emergency preparedness plan to improve communication and understanding of the different procedures that will take place in the event of a crisis. TSC developed the standard response protocol with the assistance of law enforcement, fire and emergency management, to ensure the safety of our students and staff. Attached is a handout for you to review. You will also need to familiarize yourself with these 4 terms:

**Lockout** – “Secure the Perimeter”

**Lockdown** – “Locks, Lights, Out of Sight”

**Evacuate** – “To the Announced Location”

**Shelter** – “Using Announces Type of Method”

Substitute teaching can be a very satisfying job. If you can carry out your responsibilities in an atmosphere of relaxation and enjoyment, you will go home each evening feeling that you have been successful. Your interest in our schools and students is appreciated. If you have any questions, please feel free to call the TSC Human Resources Office at 765-474-2481, or the respective building principal.





## Parent Handout

### Tippecanoe School Corporation

The safety of students and employees is very important to Tippecanoe School Corporation. This document provides the actions that will be taken in the event of an emergency. We ask that you monitor TSC communications as listed below and not to come to the schools. We do not want to impede the role of the emergency personnel. Thank you for your assistance.

### Student Safety

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school safety program includes the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

**Lockout** - "Secure the Perimeter"

**Lockdown** - "Lockdown, Lockdown, Lockdown"

**Evacuate** - "To the Announced Location"

**Shelter** - "Using Announced Type and Method"

### Communication

During an incident, our focus is on the emergency and every student. To prevent further confusion and to not impede the emergency response, we ask that parents follow the Do's and Don'ts of the Communication Protocol listed below.

**Do:** Monitor media outlets and follow Pinwheel alerts.

**Do not:** Go to the incident site, contact the school, contact Central Office, or contact the Sheriff's Office. Information will be provided on a regular basis and reunification directions will be given at the appropriate time.



### Lockout

#### Secure the Perimeter

Lockout is called when there is a threat or hazard outside of the school building.

#### Students are being trained to:

- Return to inside of building
- Do business as usual

#### Parents:

- No one may enter or leave the building
- Monitor all communications provided by TSC.
- Stay away from the building
- Do not initiate cell phone communication with your child as it may place them and others at risk



### Lockdown

#### Locks, Lights, Out of Sight

Lockdown is called when there is a threat or hazard inside the school building.

#### Students are being trained to:

- Move away from sight
- Maintain silence

#### Parents:

- Monitor all communications provided by TSC
- Stay away from the building
- Do not initiate cell phone communication with your child as it may place them and others at risk



### Evacuate

#### To the Announced Location

Evacuate is called to move students and staff from one location to another.

#### Students are being trained to:

- Leave personal belongings behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response

#### Parents:

- Monitor all communications provided by TSC
- Do not attempt to acquire your child during incident. Reunification procedures will be in place.
- Do not initiate cell phone communication with your child as it may place them and others at risk



### Shelter

#### Using the Announced Type of Method

Shelter is called when the need for personal protection is necessary.

**Types:** Tornado ~ Bomb ~ Hazmat

**Methods:** Drop, Cover and Hold or Seal the room or be in Silence

**Students are being trained to:** Use Appropriate Method

#### Parents:

- Monitor all communications provided by TSC
- Stay away from the building
- Do not attempt to acquire your child during incident. Reunification procedures will be in place.
- Do not initiate cell phone communication with your child as it may place them and others at risk

## **BEST SUBSTITUTE TEACHER PRACTICES**

1. Plan to arrive at least 15 minutes before the schools start time for parking and planning purposes (this time is already accounted for in Aesop). The approximate student start time for each school are located in this handbook.
2. Report to the main office upon arriving at the building.
3. Review contents of the substitute folder, the daily schedule, and your assignment. If lesson plans are not available, contact the front office immediately for assistance.
4. Check the correct procedures for the following:
  - a. reporting absences and tardiness
  - b. clearing the building during fire drills or other emergencies
5. Assume the duties of the regular teacher, which may include the following, but not limited to:
  - a. supervising outside the classroom and in the hallways
  - b. organizing playground activities at recess and during the lunch hour in the elementary building
  - c. conducting emergency or fire drill procedures
  - d. follow the teacher's lesson plans as closely as possible
6. Become familiar with the textbooks and teaching materials.
7. Observe bulletin boards as a means of familiarizing yourself with the current classroom activities.
8. Familiarize yourself with the seating arrangement. Use the seating chart if available.
9. Go over the names of the students. Observe any notations made by the regular teacher as to sight difficulties, hearing losses, or emotional problems of the pupils in the room.
10. Introduce yourself to the class and go over the plans for the day.
11. During class time, be sure to move around the classroom, assisting students as needed as well as maintaining a positive learning environment.
12. Maintain an attitude of cheerfulness and confidence.
13. Maintain order and quietness during work periods.
14. If pupils are busy with useful activities, discipline problems will not usually develop. The substitute teacher should be pleasant but firm. If he/she knows what he/she is teaching and presents it in an interesting manner, he/she will be able to keep the pupils' attention.

15. Immediately notify the main office should an accident or severe problem occur. Telephones are available in most classrooms.
16. Confer with the principal, regular teacher, faculty members or guidance counselors concerning matters requiring additional assistance.
17. Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plans.
18. Conversations with students should be appropriate and professional at all times.
19. If asked, grade papers and leave comments for the classroom teacher concerning the day's progress and assignments given.
20. Secure from the office the necessary supplies and equipment.
21. Complete the day's assignment by the following:
  - a. leaving the teacher's desk and room in order
  - b. returning equipment to the proper place
  - c. closing the windows, adjusting shades or draperies, and turning off lights
  - d. leaving the substitute folder in the main office or teacher's desk (which ever the teacher has given instructions to do)
  - e. check with the principal or secretary before exiting when your daily assignment is finished
22. Be sure to ask for help or call the front office if you have a question.

**REMEMBER**

1. Be prompt
2. Be enthusiastic
3. Be neat
4. Be patient
5. Have a sense of humor

**ADDITIONAL RESOURCES**

You may find the Indiana Department of Education's website to be very helpful for further information. Their web page is [www.doe.in.gov](http://www.doe.in.gov).

**THE SUBSTITUTE TEACHER MAY NOT, AT ANY TIME, USE CORPORAL PUNISHMENT OR PHYSICAL FORCE IN DEALING WITH STUDENTS.**

**SUBSTITUTE TEACHING RECORD**

\*To be used as a personal reference \*

Return this page to Central Office at 21 Elston Rd. Lafayette, IN 47909, Attention: Julie Slunaker

I, \_\_\_\_\_, have read and fully understand what is expected of me through the TSC Substitute Teacher Guideline and Resource Book at [www.tscschools.net](http://www.tscschools.net). I understand that, during the school year, if I do not accept assignments that I have been offered via phone or that have been available to me via web for a period of 6 weeks, TSC will assume I am no longer interested in substituting and will remove me from future subbing consideration. If extenuating circumstances apply, please notify the HR office to be considered for reactivation.

Signature of Substitute: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Tippecanoe School Corporation

School Name	Principal	Secretary in charge of Aesop	Address	City	Phone Number	*Approximate Student Hours*
<b>Elementary Schools</b>						
Battle Ground Primary	Mr. John Pearl	Liz Chism	303 Main St.	Battle Ground	(765) 567-2200	8:55 A.M. - 3:30 P.M.
Battle Ground Intermediate	Mr. John Pearl	Jennifer Hufendick	511 Main St.	Battle Ground	(765) 567-2122	8:50 A.M. - 3:30 P.M.
Burnett Creek	Mr. Matt Ridenour	Brenda Kelly	5700 N. 50 W.	West Lafayette	(765) 463-2237	8:55 A.M. - 3:30 P.M.
Cole	Mr. Mike Pinto	Kelly Kesterson	6418 E. 900 S.	Lafayette	(765) 523-2141	8:55 A.M. - 3:30 P.M.
Dayton	Mrs. Courtney Wildoner	Janae Bosma	730 College St.	Dayton	(765) 447-5004	8:55 A.M. - 3:30 P.M.
Hershey	Mrs. Linda Fields	Jackie Spitznagle	7521 E 300 N	Lafayette	(765) 269-8280	8:50 A.M. - 3:30 P.M.
Klondike	Mr. Scott Peters	Abby Winchester	3311 Klondike Rd.	West Lafayette	(765) 463-5505	8:55 A.M. - 3:30 P.M.
Mayflower Mill	Mrs. Shannon Cauble	Cheryl Noble	200 E. 500 S.	Lafayette	(765) 538-3875	8:50 A.M. - 3:30 P.M.
Mintonye	Mr. Rob Skaggs	Kristy Brewer	2000 W. 800 S	Lafayette	(765) 538-2780	8:55 A.M. - 3:30 P.M.
Wea Ridge	Mr. Michael Gabauer	Brenda Garza	1333 E. 430 S.	Lafayette	(765) 471-9321	8:55 A.M. - 3:30 P.M.
Woodland	Mr. Bruce Hull	Jennifer Nulty	3200 E. 450 S.	Lafayette	(765) 269-8220	8:50 A.M. - 3:30 P.M.
Wyandotte	Ms. Mary Beth Fitzgerald	Kay Cohernour	5865 E 50 S	Lafayette	(765) 772-7000	8:55 A.M. - 3:30 P.M.
<b>Middle Schools</b>						
Battle Ground	Mrs. Jodi Day	Vickie Rettig	6100 N. 50 W.	West Lafayette	(765) 269-8140	7:50 A.M. - 2:30 P.M.
East Tipp	Mr. Shaad Buss	Sharon Perdue	7501 E. 300 N.	Lafayette	(765) 589-3566	9:00 A.M. - 3:40 P.M.
Klondike	Mrs. Christine Cannon	Tracey Hall	3307 Klondike Rd.	West Lafayette	(765) 463-2544	8:50 A.M. - 3:30 P.M.
Southwestern	Mr. Kyle Spray	Lisa Headley	2100 W 800 S	Lafayette	(765) 538-3025	8:55 A.M. - 3:35 P.M.
Wainwright	Dr. Neal McCutcheon	Brandie Richesin	7501 E. 700 S.	Lafayette	(765) 269-8350	7:50 A.M. - 2:30 P.M.
Wea Ridge	Mr. Fred Roop	Joi Rowe	4410 S. 150 E.	Lafayette	(765) 471-2164	7:50 A.M. - 2:30 P.M.
<b>High Schools</b>						
Harrison	Mr. Cory Marshall	April Dowell	5701 N. 50 W.	West Lafayette	(765) 463-3511	7:30 A.M. - 2:30 P.M.
McCutcheon	Mr. John Beeker	Lynne Knowles	4951 U.S. 231 S.	Lafayette	(765) 474-1488	7:30 A.M. - 2:30 P.M.
<b>Elston School: Operations Center</b>						
	Mrs. Deb DeLion (Teacher)	Sheryl Carte	2241 Old Romney Rd.	Lafayette	(765) 269-8429	8:00 A.M. - 3:00 P.M.
<b>Central Office/Administrative Offices</b>						
Assistant Superintendent	Dr. Susan DeLong		21 Elston Rd.	Lafayette	(765) 474-2481	7:30 A.M. - 4:30 P.M.
Sub Coordinator	Julie Slunaker					jlsunaker@tsc.k12.in.us
Sub Coordinator	Andrea Waller				(765) 772-4930 voicemail only	subcall@tsc.k12.in.us

\*The time in Aesop reflects arriving 15 minutes early and leaving 15 minutes after the student's start and end time except for half day assignments. Aesop does not calculate staying 15 minutes after for a half day A.M. assignment nor does not calculate arriving 15 minutes early for a half day P.M. assignment.\*